

**GENERAL SERVICES ADMINISTRATION
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

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**SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Data Conversion Services
FPDS Code D313	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70–Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Contract Number: **GS-35F-0040X**
Period Covered by Contract: **October 29, 2010 to October 28, 2020**
Pricelist current through Modification PS-0019 dated June 24, 2015

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Prices Shown Herein are NET

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1. CUSTOMER INFORMATION AND PRICE LIST

Rates are for work performed at the Government Location only.

SIN	No.	Labor Category Title	Hourly Rate 10/29/2014 Through 10/28/2015	Hourly Rate 10/29/2015 Through 10/28/2016	Hourly Rate 10/29/2016 Through 10/28/2017	Hourly Rate 10/29/2017 Through 10/28/2018	Hourly Rate 10/29/2018Thr ough 10/28/2019	Hourly Rate 10/29/2019 Through 10/28/2020
132-51	1	Computer Security Systems Specialist II	\$118.16	\$120.88	\$123.66	\$126.50	\$129.41	\$132.39
132-51	2	Data Analyst	\$91.46	\$93.56	\$95.72	\$97.92	\$100.17	\$102.47
132-51	3	Database Management Specialist I	\$67.06	\$68.60	\$70.18	\$71.79	\$73.45	\$75.13
132-51	4	Database Management Specialist II	\$88.68	\$90.72	\$92.81	\$94.94	\$97.12	\$99.36
132-51	5	Database Management Specialist III	\$105.29	\$107.71	\$110.19	\$112.72	\$115.32	\$117.97
132-51	6	Database Management Specialist IV	\$114.73	\$117.37	\$120.07	\$122.83	\$125.65	\$128.54
132-51	7	Database Management Specialist V	\$118.16	\$120.88	\$123.66	\$126.50	\$129.41	\$132.39
132-51	8	Data Modeler	\$104.67	\$107.08	\$109.54	\$112.06	\$114.64	\$117.27
132-51	9	Sr. Data Modeler	\$110.77	\$113.32	\$115.92	\$118.59	\$121.32	\$124.11
132-51	10	Database Administrator	\$106.71	\$109.16	\$111.68	\$114.24	\$116.87	\$119.56
132-51	11	Information Assurance Specialist	\$106.71	\$109.16	\$111.68	\$114.24	\$116.87	\$119.56
132-51	12	Information Assurance Specialist II	\$121.95	\$124.75	\$127.62	\$130.56	\$133.56	\$136.63
132-51	13	Information Assurance Specialist III	\$126.02	\$128.92	\$131.88	\$134.92	\$138.02	\$141.19
132-51	14	IT Analyst I	\$79.56	\$81.39	\$83.26	\$85.18	\$87.14	\$89.14
132-51	15	IT Analyst II	\$86.22	\$88.20	\$90.23	\$92.31	\$94.43	\$96.60
132-51	16	IT Analyst III	\$118.82	\$121.55	\$124.35	\$127.21	\$130.13	\$133.13
132-51	17	IT Specialist I	\$48.75	\$49.87	\$51.02	\$52.19	\$53.39	\$54.62
132-51	18	IT Specialist II	\$60.29	\$61.68	\$63.10	\$64.55	\$66.03	\$67.55

SIN	No.	Labor Category Title	Hourly Rate 10/29/2014 Through 10/28/2015	Hourly Rate 10/29/2015 Through 10/28/2016	Hourly Rate 10/29/2016 Through 10/28/2017	Hourly Rate 10/29/2017 Through 10/28/2018	Hourly Rate 10/29/2018Thr ough 10/28/2019	Hourly Rate 10/29/2019 Through 10/28/2020
132-51	19	IT Specialist III	\$71.34	\$72.98	\$74.66	\$76.38	\$78.13	\$79.93
132-51	20	Privacy Consultant	\$127.03	\$129.95	\$132.94	\$136.00	\$139.13	\$142.33
132-51	21	Program Manager III	\$172.18	\$176.14	\$180.19	\$184.34	\$188.58	\$192.91
132-51	22	Project Manager I	\$92.10	\$94.22	\$96.39	\$98.60	\$100.87	\$103.19
132-51	23	Project Manager II	\$95.25	\$97.44	\$99.68	\$101.97	\$104.32	\$106.72
132-51	24	Project Manager III	\$114.35	\$116.98	\$119.67	\$122.42	\$125.24	\$128.12
132-51	25	Project Manager IV	\$118.82	\$121.55	\$124.35	\$127.21	\$130.13	\$133.13
132-51	26	Requirements Analyst I	\$73.29	\$74.98	\$76.70	\$78.46	\$80.27	\$82.12
132-51	27	Requirements Analyst II	\$88.67	\$90.71	\$92.80	\$94.93	\$97.11	\$99.35
132-51	28	Requirements Analyst III	\$108.76	\$111.26	\$113.82	\$116.44	\$119.12	\$121.86
132-51	29	Requirements Analyst IV	\$129.60	\$132.58	\$135.63	\$138.75	\$141.94	\$145.21
132-51	30	Requirements Analyst V	\$161.88	\$165.60	\$169.41	\$173.31	\$177.29	\$181.37
132-51	31	Research Associate	\$67.09	\$68.63	\$70.21	\$71.83	\$73.48	\$75.17
132-51	32	Web Developer	\$82.74	\$84.64	\$86.59	\$88.58	\$90.62	\$92.70
132-51	33	Web Developer IV	\$114.35	\$116.98	\$119.67	\$122.42	\$125.24	\$128.12
132-51	34	Technical Writer I	\$62.22	\$63.65	\$65.12	\$66.61	\$68.14	\$69.71
132-51	35	Technical Writer II	\$81.24	\$83.11	\$85.02	\$86.98	\$88.98	\$91.02
132-51	36	Technical Writer IV	\$117.01	\$119.70	\$122.45	\$125.27	\$128.15	\$131.10
132-51	37	Graphical User Interface Designer	\$105.63	\$108.06	\$110.54	\$113.09	\$115.69	\$118.35

SIN	No.	Labor Category Title	Hourly Rate 6/16/2015 Through 10/29/2015	Hourly Rate 10/29/2015 Through 10/28/2016	Hourly Rate 10/29/2016 Through 10/28/2017	Hourly Rate 10/29/2017 Through 10/28/2018	Hourly Rate 10/29/2018 Through 10/28/2019	Hourly Rate 10/29/2019 Through 10/28/2020
132-51	38	Graphic Artist-Level III	\$53.12	\$54.34	\$55.59	\$56.87	\$58.18	\$59.52
132-51	39	Graphic Artist-Level II	\$47.85	\$48.95	\$50.08	\$51.23	\$52.41	\$53.61
132-51	40	Graphic Artist-Level I	\$37.38	\$38.24	\$39.12	\$40.02	\$40.94	\$41.88
132-51	41	Content Developer/Writer Level I	\$49.44	\$50.58	\$51.74	\$52.93	\$54.15	\$55.39
132-51	42	Digital Broadcast Engineer-Technical-Level III	\$57.26	\$58.58	\$59.93	\$61.31	\$62.72	\$64.15
132-51	43	Digital Broadcast Engineer-Technical-Level II	\$51.78	\$52.97	\$54.19	\$55.44	\$56.72	\$58.01
132-51	44	Digital Broadcast Engineer-Technical-Level I	\$45.74	\$46.79	\$47.87	\$48.97	\$50.10	\$51.25
132-51	45	Digital Media Specialist-Level III	\$44.27	\$45.29	\$46.33	\$47.40	\$48.49	\$49.60
132-51	46	Digital Media Specialist-Level II	\$36.88	\$37.73	\$38.60	\$39.49	\$40.40	\$41.32
132-51	47	Digital Media Specialist-Level I	\$32.46	\$33.21	\$33.97	\$34.75	\$35.55	\$36.37
132-51	48	Webmaster	\$53.09	\$54.31	\$55.56	\$56.84	\$58.15	\$59.48
132-51	49	Media Consultant-Level III	\$62.80	\$64.24	\$65.72	\$67.23	\$68.78	\$70.36
132-51	50	Media Consultant-Level II	\$59.02	\$60.38	\$61.77	\$63.19	\$64.64	\$66.13
132-51	51	Media Consultant-Level I	\$56.07	\$57.36	\$58.68	\$60.03	\$61.41	\$62.82

**Highlight Technologies SIN 132-51 Price List
10/29/2015 through 10/28/2020**

2. HIGHLIGHT TECHNOLOGIES LABOR CATEGORY DESCRIPTIONS

1. Commercial Job Title: Computer Security Systems Specialist II

Minimum/General Experience: Minimum of eight (8) years of experience, of which at least five (5) years must be specialized experience in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to technical information systems security problems.

Functional Responsibility: Analyzes and defines security requirements for technical information systems security issues. Designs, develops, engineers, and implements solutions to technical information systems security requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the technical information systems security arena. Performs risk analyses that also includes risk assessment.

Minimum Education: Bachelor's degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related scientific or technical discipline.

2. Commercial Job Title: Data Analyst

Minimum/General Experience: Minimum of four (4) years of experience is required, of which two (2) years must be specialized in tasks similar to that described under functional responsibility.

Functional Responsibility: Facilitate Data Governance. Ensure currency, communication and compliance of data governance. Align data governance with agency standards for the data model and business domains. Establish data governance processes. Establish standardized processes for capturing and maintaining metadata from data sources.

Develop New Data Models. Develop data models for the source and target data based on the data exchange requirements. Develop new business rules for source data transfers to target databases. Analyze and design the source to target business rules and transformations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

3. Commercial Job Title: Database Management Specialist I

Minimum/General Experience: Two (2) years of progressively difficult experience in systems analysis and programming.

Functional Responsibility: Provide technical expertise in the design of database structures. The Database Administrator shall have experience in the logical design of

database structure. This includes record content and record to record (set) relationships to achieve a desired information processing goals. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of sub-schemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and provide solutions to fix those problems found. He/she will institute and implement database archived backup and recovery and performance procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

4. Commercial Job Title: Database Management Specialist II

Minimum/General Experience: Four (4) years of progressively difficult experience in systems analysis and programming. Two (2) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

5. Commercial Job Title: Database Management Specialist III

Minimum/General Experience: Six (6) years of progressively difficult experience in systems analysis and programming. Four (4) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

6. Commercial Job Title: Database Management Specialist IV

Minimum/General Experience: Eight (8) years of progressively difficult experience in systems analysis and programming. Four (4) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

7. Commercial Job Title: Database Management Specialist V

Minimum/General Experience: Ten (10) years of progressively difficult experience in systems analysis and programming. Six (6) years of experience being responsible for a large database, and for the logical and physical database design aspects.

Functional Responsibility: Provide technical expertise in the design of the database structures. This includes record content and record to record (set) relationships to achieve a desired information processing goal. The individual shall have experience in the design and use of databases in current database environments. The individual shall have experience in translation of the logical design into the schema view of the logical and physical aspects of the database. He/she shall be knowledgeable in the design and translation of schemas to partition the total view of the database into subset views of each distinct application, experience in maintenance of privacy locks and monitoring of subschemas validated against the schema and programs compiled against the subschema. The individual shall also be able to determine when and where problems exist in a database and be able to fix those problems found. He/she will institute and implement archived database backup, performance, and recovery procedures.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

8. Commercial Job Title: Data Modeler

Minimum/General Experience: Minimum of six (6) years experience is required, of which three (3) years must be specialized in tasks similar to that described under functional responsibility. Experience with leading database design and application tools such as: Oracle, OBIEE+, Trillium, Hyperion, Informatica, Websphere.

Functional Responsibility: Perform comprehensive analysis of the existing system designs to include the data model, database implementation, ETL processes, data load strategy and presentation layer. Provide recommendations for redesign. Develop

technical specifications based on requirements.

Maintain system data framework and architecture. Evaluate and support software and hardware upgrades. Determine system capability and user access processes. Participate in configuration management efforts, coordinating with configuration management staff as appropriate.

Develop database business intelligence components (presentation layer, business layer, physical layer) for new systems. Perform data warehouse analysis to include the data model, database implementation, ETL processes, data load strategy and the presentation layer. Provide recommendations for design. Develop technical specifications based on requirements. Participate in implementation, test and maintenance of database and/or data warehousing solutions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

9. Commercial Job Title: Sr. Data Modeler

Minimum/General Experience: Minimum of ten (10) years experience is required, of which five (5) years must be specialized in tasks similar to that described under functional responsibility. Experience with leading database design and application tools such as: Oracle, OBIEE+, Trillium, Hyperion, Informatica, Websphere.

Functional Responsibility: Perform comprehensive analysis of the existing system designs to include the data model, database implementation, ETL processes, data load strategy and presentation layer. Provide recommendations for redesign. Develop technical specifications based on requirements.

Maintain system data framework and architecture. Evaluate and support software and hardware upgrades. Determine system capability and user access processes. Participate in configuration management efforts, coordinating with configuration management staff as appropriate.

Develop database business intelligence components (presentation layer, business layer, physical layer) for new systems. Perform data warehouse analysis to include the data model, database implementation, ETL processes, data load strategy and the presentation layer. Provide recommendations for design. Develop technical specifications based on requirements. Participate in implementation, test and maintenance of database and/or data warehousing solutions.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

10. Commercial Job Title: Database Administrator (DBA)

Minimum/General Experience: Minimum of six (6) years of experience is required, of which five (5) years must be specialized in tasks similar to that described under functional responsibility. Must have mid-level DBA skills and be able support database development for web based enterprise data warehouse applications.

Functional Responsibility: Responsibilities include: Develop, test, and move to production database modifications for multiple versions of enterprise data warehouse (EDW) environments. Build, test, tune, monitor and troubleshoot database structures and data migrations (Extract / Transform / Load). Perform unit testing, integration, and ensuring data flows through the established clearing processes correctly and within the

schedule parameters.

Build, test, and optimize the scripts used to populate and manipulate data within a database and support the developers using data management tools. Develop, provide, and regularly post to the dashboard database and provide DB related metrics.

Work with a team of software professionals to correct defects and develop new functionality, follow detailed life-cycle processes, utilizing best practices for configuration control and development activities. Thoroughly document database processes and procedures, the database portion of the lifecycle and support the program efforts to implement mature processes. Provide Tier 3 helpdesk, AIX, and UNIX support as required.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

11. Commercial Job Title: Information Assurance Specialist

Minimum/General Experience: Minimum of six (6) years experience is required, of which (4) years must be specialized in tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.

Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

12. Commercial Job Title: Information Assurance Specialist II

Minimum/General Experience: Minimum of eight (8) years of experience is required, of which four (4) years must be leading teams in support of tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.

Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

13. Commercial Job Title: Information Assurance Specialist III

Minimum/General Experience: Minimum of ten (10) years of experience is required, of which five (5) years must be leading teams in support of tasks similar to that described under functional responsibility.

Functional Responsibility: Develop Certification and Accreditation (C&A) documentation for Federal systems. Generate all required artifacts for a fully compliant C&A package. Maintain updating existing C&A artifacts and stay current with customer Agency and Federal C&A requirements. Support annual C&A activities such as self-assessments, contingency plan tests, and vulnerability scans.

Review system change requests (SCRs) and provide security impact assessment for changes. Perform security awareness and other security related training. Advise on information privacy considerations such as protection of personally identifiable information (PII). As tasked, serve as Assistant Information System Security Officer (AISSO) for an application.

Develop Interface Control Agreements (ICAs) that specify technical specifications for the integration of internal and external systems. Coordinate and facilitate meetings with external system owners, develop definition of technical specifications for field attributes with external system owners, develop agreement of communication protocols with external system owners, and ensure compliance with agency security requirements. Document Standard Operating Procedures (SOPs), Service Level Agreements (SLAs), installation/connection guides, and supporting detailed design documents.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

14. Commercial Job Title: IT Analyst I

Minimum/General Experience: Two (2) years of progressively difficult experience in functional and systems analysis. One (1) year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Basic knowledge of task order-specific requirements, or developing functional requirements for small projects. Required to work under only

general direction. Assists with work in the area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.) as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Supports development of requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Functional Analyst.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

15. Commercial Job Title: IT Analyst II

Minimum/General Experience: Five (5) years of progressively difficult experience in functional and systems analysis. Two (2) year of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Basic knowledge of task order specific requirements, or developing functional requirements for small projects. Can perform work with minimal or no general direction. Ensures that work in area of discipline (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.) is as specified in the task orders. Participates in various testing functions (i.e., string and acceptance tests) to verify that results are correct. Develops requirements of functional products/services (including specifications, feasibility studies, requirement analysis) from inception to conclusion on simple to complex projects. Performs functional analysis to identify required tasks and their interrelationships. Identifies resources required. Maintains and updates functional or operating manuals outlining established methods of performing work in accordance with organizational policy and industry standards under guidance of Senior Functional Analyst.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

16. Commercial Job Title: IT Analyst III

Minimum/General Experience: Eight (8) years of progressively difficult experience in functional and systems analysis. Three year (3) of requirements analysis in a specialized IT area(s), e.g., Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support.

Functional Responsibility: Functional knowledge of task order specific requirements, or developing functional requirements for small to mid-size projects or specific tasks. Demonstrated ability to work independently or under only general direction of the Principal Functional Analyst. Leads a medium to large team performing tasking in area of discipline or related areas (Operations Analysis, T&E/IV&V, CM, QA, Technical Documentation, Information Security, Financial Management and Administration, Program Support, etc.), or independently performs highly complex tasks in area of discipline or related areas. Works with the Principal Functional Analyst to define and document task requirements. Performs systematic reviews of selected functions to determine application and design against defined requirements. Develops and updates functional or operating manuals outlining established methods of performing work in

accordance with organizational policy. Provides functional guidance on assigned tasks.

Minimum Education: Bachelor's degree in Computer Science or a related discipline.

17. Commercial Job Title: IT Specialist I

Minimum/General Experience: Zero (0) to two (2) years of Information Technology experience.

Functional Responsibility: Provides first-level, intermediate, support to users. Applies software, hardware, and/or information technology to troubleshoot user or system problems. Routes complex problems to more experienced technical specialists. May provide installation support to include cable/network infrastructure. May possess knowledge of document imaging, document management, and workflow COTS systems.

Minimum Education: Associate's degree, or equivalent professional experience.

18. Commercial Job Title: IT Specialist II

Minimum/General Experience: Two (2) to four (4) years of Information Technology experience.

Functional Responsibility: Provides support to users on issues of moderate complexity. Applies knowledge of state-of-the-art software, hardware, network infrastructure, and information technology to troubleshoot user/system problems. Provide installation services and define facilities requirements. Routes highly complex problems to more experienced technical specialists. May possess knowledge of structured cabling systems, document imaging, document management, and workflow COTS systems.

Minimum Education: Associate's degree, or equivalent professional experience.

19. Commercial Job Title: IT Specialist III

Minimum/General Experience: Four (4) to six (6) years of Information Technology experience.

Functional Responsibility: Applies expertise and knowledge of state-of-the-art software, hardware, network infrastructure, and/or information technology to troubleshoot complex user/system problems. May possess knowledge of document imaging, document management, and workflow COTS systems. May provide guidance to lower level technical specialists.

Minimum Education: Bachelor's, or equivalent professional experience.

20. Commercial Job Title: Privacy Consultant

Minimum/General Experience: Minimum often (10) years experience is required, with expertise in key privacy laws and regulations in a given industry. One of the following is required: a Professional Privacy Certification, such as the Certified Information Privacy Professional (CIPP), a J.D. or a Ph.D.

Functional Responsibility: Help government and/or commercial customers understand key security and privacy issues, risks, exposures and vulnerabilities using workshops and assessments. Develop security and privacy programs to meet customer needs. Architect secure solutions to address specific security and privacy requirements. Responsibilities may include: interpreting industry and federal security and privacy standards in the

context of customer environments, develop policies and procedures, analyze customer gaps against the standards, plan remediation actions to bring customer into compliance with standards and lead projects and manage client relationships.

Minimum Education: Bachelor's degree.

21. Commercial Job Title: Program Manager III

Minimum/General Experience: Must have twelve (12) years of IT experience, including at least eight (8) years of IT and/or telecommunications system management experience.

Functional Responsibility: Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. At least eight (8) years of direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems. Must be capable of leading projects that involve the successful management of teams composed of data processing and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, extending, and implementing automated information and/or telecommunications systems.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

22. Commercial Job Title: Project Manager I

Minimum/General Experience: Minimum of five (5) years of experience is required, of which three (3) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

23. Commercial Job Title: Project Manager II

Minimum/General Experience: Minimum of seven (7) years of experience is required,

of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

24. Commercial Job Title: Project Manager III

Minimum/General Experience: Minimum of eight (8) years experience is required, of which five (5) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts. General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

25. Commercial Job Title: Project Manager IV

Minimum/General Experience: Minimum of ten (10) years experience is required, of which seven (7) years must be specialized. Specialized experience required includes: engineering project development from inception to deployment; management and control of funds and resources, demonstrated capability in managing multi-task contracts.

General experience required includes: increasing responsibilities in information systems design and management.

Functional Responsibility: Leads the project or multiple tasks and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Provides the interface to the customer and other project leaders. May work under a Program Manager for multiple projects. Identifies, acquires, and utilizes company resources to achieve project technical objectives. Establishes priorities, task assignment, and completion. Ensures quality and productivity standards are maintained while meeting project/client deadlines and budget constraints. Serves as the client liaison on all project matters. Performs a quality assurance role and ensures timely delivery of all specified deliverables. Identifies all task responsibilities and reports any changes or suggestions accordingly to a senior Project Manager or Program Manager. Supervises the training of new personnel under the project to assure compliance with government regulations, codes, and Company policy and procedures. Participates in contract negotiations.

Minimum Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline.

26. Commercial Job Title: Requirements Analyst I

Minimum/General Experience: Four (4) years of general computer industry experience including a minimum of two (2) years experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

27. Commercial Job Title: Requirements Analyst II

Minimum/General Experience: Six (6) years of general computer industry experience including a minimum of three (3) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

28. Commercial Job Title: Requirements Analyst III

Minimum/General Experience: Eight (8) years of general computer industry experience including a minimum of five (5) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

29. Commercial Job Title: Requirements Analyst IV

Minimum/General Experience: Ten (10) years of general computer industry experience including a minimum of seven (7) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers, and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

30. Commercial Job Title: Requirements Analyst V

Minimum/General Experience: Twelve (12) years of general computer industry experience including a minimum of eight (8) years of experience in the specialized area of expertise.

Functional Responsibility: Supports team efforts to develop and modify complex systems and subsystems to enhance an overall operational system. Exercises analytical

techniques when gathering information from users, defining work problems, designing a system of computer programs and developing procedures to resolve the problems. Develops complete specifications to enable computer programmers to prepare required programs. Analyzes methods of approach. Reviews task proposal requirements, gathers information, analyzes data, prepares project synopses, compares alternatives, prepares specifications for programs, resolves processing problems, coordinates work with programmers and orients users to new system.

Minimum Education: Bachelor's Degree in Computer Science, Engineering, Mathematics, Information Systems, Business or a customer domain-related technical or management discipline. A year of college education is the equivalent of two years of relevant work experience.

31. Commercial Job Title: Research Associate

Minimum/General Experience: Two (2) years of experience in specialized professional research, analysis, quantitative analysis, policy analysis, strategic or national defense analysis work.

Functional Responsibility: Prepares research design as the basis for project planning; develops and revises supporting work plans; reviews, edits and improves draft research designs; proposes research strategic and innovative approaches to technical problems; advises team members and customer representatives concerning research design, concepts and requirements; arranges and participates in work coordination meetings concerning project activities; drafts meetings summaries, position papers, progress reports and related correspondence for internal and customer approval; prepares charts and graphic materials for briefings, reports and presentations; attends symposium and conferences for the exchange of technical data.

Minimum Education: Bachelor's Degree in a related scientific or technical discipline.

32. Commercial Job Title: Web Developer

Minimum/General Experience: Minimum of four (4) years of general computer programming experience, including two (2) year of specialized experience.

Functional Responsibility: Perform Web Site development from conception to implementation, including planning, content development, design, and programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, or a similar discipline. A year of college education is the equivalent of two years of relevant work experience.

33. Commercial Job Title: Web Site Developer IV

Minimum/General Experience: Minimum of eight (8) years of general computer programming experience, including four (4) year of specialized experience.

Functional Responsibility: Perform Web Site development from conception to implementation, including planning, content development, design, and

programming. Provides enhancement, multimedia conversion, maintenance, site administration, and limited hosting services. Provides quality control services and demonstrated expertise in both current Internet related software languages and current interactive Web Site developments.

Minimum Education: Bachelor's Degree in Computer Science, Information Systems, or a similar discipline. A year of college education is the equivalent of two years of relevant work experience.

34. Commercial Job Title: Technical Writer I

Minimum/General Experience: Minimum of three (3) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation. Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration and how-to documentation. Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

35. Commercial Job Title: Technical Writer II

Minimum/General Experience: Minimum of five (5) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation. Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration and how-to documentation. Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

36. Commercial Job Title: Technical Writer IV

Minimum/General Experience: Minimum of ten (10) years of experience.

Functional Responsibility: Responsible for the preparation, review, revision, and maintenance of technical documents including software and systems engineering, system operations, testing, and user documentation. Writes and edits technical documentation for all of the project's hardware and software to include installation, configuration and how-to documentation. Creates code documentation for software; produces implementation guides and end-user guides for capabilities; provides field, data definition, and data flow documentation and formats technical

publications from pamphlets, technical drawings, and consultations with technical personnel and other available resources.

Minimum Education: Bachelor's Degree in English, Literature, Computer Science, Information Systems, Business or other related discipline.

37. Commercial Job Title: Graphical User Interface Designer III

Minimum/General Experience: Minimum of seven (7) years' experience designing UI solutions for interactive media, software or the web, solid understanding of and experience with the Web and Web technologies. Excellent written, oral and diagrammatic communication skills, experience with task analysis and modeling, navigation systems, contextual inquiry, usability inspection methods, and usability testing.

Functional Responsibility: Provide specialized expertise in the design and layout of graphical user interfaces, particularly, screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conduct studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy. Design online graphical user interfaces for existing and new deliverables, help define user requirements, create wireframes and the visual design of the UI for web-based e-commerce products. Present user interface concepts and design approaches clearly and convincingly Coordinating interface solutions with Program Managers and Product Managers for specific assignments. Act as a resource for implementation troubleshooting, etc., work with the web development and engineering teams to meet technical requirements for projects, act as a primary decision maker regarding all User Interface designs.

Minimum Education: Bachelor's Degree in Graphic Design, Interaction Design or a related field.

38. Commercial Job Title: Graphic Artist – Level III

Minimum/General Experience: 6 years of specialized experience in a functional area of expertise.

Functional Responsibility: Skilled in current graphic design software and systems. Develops daily graphic requests for programming and lower third graphics, and assists in producing elements of program graphic packages. Tasks also include: providing a scheduled and approved video product to meet a live programming and production deadline; properly rendering file formats, correct color and perspective attributes. May supervise the activities of other graphic artists.

Minimum Education: High School Degree.

39. Commercial Job Title: Graphic Artist – Level II

Minimum/General Experience: 4 years of specialized experience in a functional area of expertise.

Functional Responsibility: Skilled in current graphic design software and systems. Develops daily graphic requests for programming and lower third graphics, and assists in producing elements of program graphic packages. Tasks also include: providing a scheduled and approved video product to meet a live programming and production deadline; properly rendering file formats, correct color and perspective attributes. May supervise the activities of other graphic artists.

Minimum Education: High School Degree.

40. Commercial Job Title: Graphic Artist – Level I

Minimum/General Experience: 2 year of experience in the design and development of graphics.

Functional Responsibility: Skilled in current graphic design software and systems. Develops daily graphic requests for programming and lower third graphics, and assists in producing elements of program graphic packages. Tasks also include: providing a scheduled and approved video product to meet a live programming and production deadline; properly rendering file formats, correct color and perspective attributes.

Minimum Education: High School Degree.

41. Commercial Job Title: Content Developer/Writer- Level I

Minimum/General Experience: 3 years of experience in the development of content and writing.

Functional Responsibility: Possess the skills needed to perform extensive research, original writing and reporting, voicing, and multi-media content production (including audio, video, still images). Has expert knowledge in correcting and editing technical documents, scripts, and reports. Assists in collecting and organizing information required for preparation of manuals, training materials, and other reports and deliverables. Demonstrates high standards of social media engagement.

Minimum Education: High School Degree.

42. Commercial Job Title: Digital Broadcast Engineer – Technical – Level III

Minimum/General Experience: 6 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs general broadcast system diagnostic, analysis, testing, planning, design; and provides design oversight services. Possesses expertise in Computer Aided Design (CAD) and provides design analysis and recommendations for system problems enhancements and plans. Possesses current knowledge of professional video and audio IT equipment used in a broadcast facility. Supports the diagnosis of required system repairs, upgrades, and enhancements. Capable of providing professional broadcast support for live television studio production. Skilled in multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software.

Minimum Education: High School Degree.

43. Commercial Job Title: Digital Broadcast Engineer – Technical – Level II

Minimum/General Experience: 4 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs general broadcast system diagnostic, analysis, testing, planning, design; and provides design oversight services. Possesses expertise in Computer Aided Design (CAD) and provides design analysis and recommendations for system problems enhancements and plans. Possesses current knowledge of professional video and audio IT equipment used in a broadcast facility. Supports the diagnosis of required system repairs, upgrades, and enhancements. Capable of providing professional broadcast support for live television studio production. Skilled in multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software.

Minimum Education: High School Degree.

44. Commercial Job Title: Digital Broadcast Engineer – Technical – Level I

Minimum/General Experience: 2 year of specialized experience in a functional area of expertise.

Functional Responsibility: Performs general broadcast system diagnostic, analysis, testing, planning, design; and provides design oversight services. Possesses expertise in Computer Aided Design (CAD) and provides design analysis and recommendations for system problems enhancements and plans. Possesses current knowledge of professional video and audio IT equipment used in a broadcast facility. Supports the diagnosis of required system repairs, upgrades, and enhancements. Capable of providing professional broadcast support for live television studio production. Skilled in multi-platform nonlinear editing software, including Avid Media Composer and Final Cut Pro. Troubleshoots audiovisual equipment and works with audio systems, video systems, control systems along with computer hardware and software.

Minimum Education: High School Degree.

45. Commercial Job Title: Digital Media Specialist – Level III

Minimum/General Experience: 6 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs services including data entry, ingest and asset maintenance functions in automated Digital Asset Management systems. Provides and tags metadata for video content and other digital and social media sources. Has the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts. May supervise the activities of other Digital Media Specialists.

Minimum Education: High School Degree.

46. Commercial Job Title: Digital Media Specialist – Level II

Minimum/General Experience: 4 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs services including data entry, ingest and asset maintenance functions in automated Digital Asset Management systems. Provides and tags metadata for video content and other digital and social media sources. Has the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts. May supervise the activities of other Digital Media Specialists.

Minimum Education: High School Degree.

47. Commercial Job Title: Digital Media Specialist – Level I

Minimum/General Experience: 2 year of specialized experience in a functional area of expertise.

Functional Responsibility: Performs services including data entry, ingest and asset maintenance functions in automated Digital Asset Management systems. Provides and tags metadata for video content and other digital and social media sources. Has the ability to apply and use keywords and key phrases to describe and locate both specific events and generic concepts. May supervise the activities of other Digital Media Specialists.

Minimum Education: High School Degree.

48. Commercial Job Title: Webmaster

Minimum/General Experience: 3 years of experience in functional area of expertise.

Functional Responsibility: Possess expert knowledge in the creation and publication of content on multiple platforms to include web, social media and mobile platforms. Shall edit web copy, and identify, select, and post stories, photo galleries, audio, and video to websites. Shall maintain the full operation of websites including ensuring that the web servers, hardware and software are operating correctly. Shall generate and revise web pages, shall reply to user comments, and shall examine and analyze traffic through websites.

Minimum Education: High School Degree.

49. Commercial Job Title: Media Consultant – Level III

Minimum/General Experience: 5 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum Education: High School Degree.

50. Commercial Job Title: Media Consultant – Level II

Minimum/General Experience: 3 years of specialized experience in a functional area of expertise.

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide

recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum Education: High School Degree.

51. Commercial Job Title: Media Consultant – Level I

Minimum/General Experience: 1 year of specialized experience in a functional area of expertise.

Functional Responsibility: Performs a combination of services with respect to acquiring content, including, researching, editing, and producing. Shall conceptualize and design complex programs for radio, television and/or the internet, as required, with an innovative and creative approach. Provide recommendations on the appropriate platforms to use including various forms of digital and social media. Applies advanced multimedia skills as required to include broadcasting, broadcasting support, production, video photography and editing, and digital asset management.

Minimum Education: High School Degree.

3. MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment):
The maximum dollar value of orders to be issued is \$500,000.00

4. MINIMUM ORDER:

The minimum dollar value of orders to be issued is \$100.00

5. GEOGRAPHIC COVERAGE (DELIVERY AREA)

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

6. POINT(S) OF PRODUCTION

Washington, DC

7. PRICES SHOWN ARE NET PRICES

Basic Discounts have been deducted.

8. QUANTITY DISCOUNTS

None

9. PROMPT PAYMENT TERMS

___0% - Net 30 days from receipt of invoice or date of acceptance, whichever is later.

10. CREDIT CARDS

10a. Highlight will accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders

10b. Credit cards will be acceptable for payment above the micro-purchase threshold.

11. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN)

N/A

12. DELIVERY

12a. Time of Delivery

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER

DELIVERY TIME (Days ARO)

132-51

As negotiated between the ordering activity and Highlight Technologies.

12b. Expedited Delivery:

As negotiated between the ordering activity and Highlight Technologies.

12c. Overnight and 2-Day Delivery: As negotiated between the ordering activity and Highlight Technologies.

12d. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

13. F.O.B. POINT(S)

Destination

14. ORDERING ADDRESS(ES)**14a. Ordering Address:**

Highlight Technologies, LLC
3050 Chain Bridge Road, Suite 420
Fairfax, VA 22030
Telephone: 703-539-0410
Fax: 202-204-6271
Attn: GSA Sales
Web Site www.highlighttech.com

14b. Ordering Procedures:

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies for services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

15. PAYMENT ADDRESS

Highlight Technologies LLC.
3050 Chain Bridge Road, Suite 420
Fairfax, VA 22030

CONTRACT TERMS AND CONDITIONS**16. WARRANTY PROVISION****CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
 - (2) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

17. EXPORT PACKING CHARGES

N/A

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR

N/A

**19. TERMS AND CONDITIONS OF INSTALLATION
INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

20. TERMS AND CONDITIONS OF REPAIR PARTS

N/A

20a. Terms and conditions of any other services

N/A

21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)

N/A

22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE)

N/A

23. PREVENTATIVE MAINTENANCE (IF APPLICABLE)

N/A

24. SPECIAL ATTRIBUTES AND 508 COMPLIANCE

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): N/A

24b. SECTION 508 COMPLIANCE

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.highlighttech.com/section_508

The EIT standard can be found at: www.Section508.gov/.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS)

DUNS: 808270735

26. CENTRAL CONTRACTOR REGISTRATION DATABASE (CCR)

Highlight Technologies has registered with the Central Contractor Registration Database (CCR).